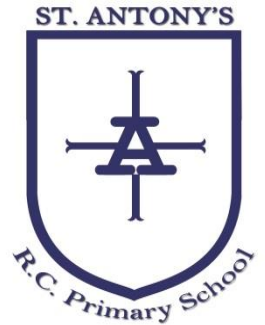


*Join the faith and learning journey*



**St Antony's Roman Catholic Primary School**

**OUR MISSION STATEMENT**

**St. Antony's School is part of the Roman Catholic community of the Holy Family, where Jesus Christ is our inspiration as we raise standards and aspirations for all of our children.**

**INCLUSION STATEMENT**

**In this school, we are educating our children to:**

- know who they are - a special and unique gift from God**
- know why they are here - we all have a purpose and responsibility to look after God's world**
- work hard and aim high for their future- find and use their God given talents to be what God intended them to be.**

**We are a Catholic community, in a modern society, where everyone is equal. The most loving and merciful Jesus Christ is our role model, and He welcomed everyone. All children are welcome in our school, and they and their families become part of our St. Antony's family. We will love and nurture them, and do our best to help them, on their faith and learning journeys, to become what God wants them to be.**

**Policy Name: SAFE TOUCHING AND TRANSPORT POLICY**

**Adopted by Governors: ..... (signed on hard copy)**

**Date: June 2025**

**Review date: June 2027**

## **SAFE TOUCHING AND TRANSPORT POLICY**

### **Introduction**

Touch is essential in order to provide sensitive and good quality care for the children and young people we support. Used in context, and with empathy, touch supports the development of our natural interactions with the children and young people we care for. In play or for emotional reasons children of any age who are at early levels of development are likely to be quite tactile and physical.

### **Aims**

We aim to apply touch in order to support the wellbeing and safety of our children and young people. This means that a member of staff is able to guide, touch or prompt children in an appropriate way at the appropriate times. The aim of this policy is to protect pupils and staff from inappropriate touching that makes either party feel uncomfortable.

### **Broad Guidelines**

We may choose to use touch for a variety of reasons, generally touch would be for comfort, safety or reward. We may also need to physically touch, guide or prompt students if they require personal care; support with attention, as a technique to aid with behaviour management; as part of manual handling; first aid; physiotherapy or assistance with writing, eating, dressing etc. When touch is planned or foreseeable it should be with the permission of pupils and staff involved; this may include peer to peer touch (a safe hug) or staff to pupil touch.

There are exclusions to this where touch is carried out without permission. This is dependent on the needs and abilities of pupils. When it is known touch will be used but it is not possible or inappropriate to request permission, this will be included in the relevant behaviour or care plan. This does not include contingent touch. Staff are able to use contingent touch to prompt learning or reassure. Staff should use their professional judgement as to whether permission needs to be sought in such instances. At times staff and peers may unintentionally touch one another for example bumping into someone or brushing past someone as they pass each other. Staff and pupils accept that this is part of working alongside others. If staff or pupils feel uncomfortable with an instance of unintentional touch they should report this following school's safeguarding or whistle blowing procedures.

Contingent touch is touch involving little, if any, active resistance such as reassuring touch, physical prompts and guides and unobtrusive personal safety responses to low risks.

Staff should follow safeguarding guidance to ensure they are not putting themselves or a pupil in a vulnerable position. Please refer to our Safeguarding Policy.

### **How touch can be used**

1. **SAFE HUG.** Staff that are using touch for comfort or greeting are to use a 'Safe hug'. To give a safe hug contingent touch is used by standing side by side and using closed mittens to place hands on either side of the child's shoulders. This discourages 'front on' touching, and the adult's hands on the shoulders limits the ability of the child to turn themselves onto you. This can be done either standing, sitting, kneeling or crouching. There are other ways to congratulate children such as shaking hands or high five which are 'safe'. When children greet you with a hug, respond by tapping their shoulder and moving to the side of the child.

2. **LINKING ARMS.** We recognise that children sometimes enjoy being able to hold hands with adults around them and that for some children this is an automatic response. A more appropriate and safer alternative for children beyond EYFS and Year 1, would be to offer an arm. At our school we encourage all children to be independent, however we would use offering an arm to give reassurance and to communicate security and comfort if this was deemed appropriate for the emotional wellbeing or safety of the child concerned. Where Year 2 and KS2 children attempt to hold hands an arm should be offered.

3. **LAP SITTING.** We actively discourage lap-sitting. Children are encouraged to seek comfort/attention through other means, for example a safe hug. If a child attempts to sit on your lap, explain to them that this is not what we do here, and direct them as to where to sit. A pink slip should be completed if the child continues to seek attention in this way.

4. **INTIMATE CARE.** Some pupils require a higher level of personal care around toileting. Please refer to individual intimate care plans. If a child needs intimate care unexpectedly, it must be done with parent's consent and a member of staff that the child feels comfortable with. Another member of staff should be alerted and full transparency should be maintained whilst keeping the child's dignity intact.

5. **MOVING AND HANDLING.** Some pupils require physical or mechanical support moving around school. Please refer to individual handling plans, named staff are trained as appropriate. Staff involved in manual handling and hoisting receive appropriate training.

6. **RESTRICTIVE PHYSICAL INTERVENTION.** Some pupils require restrictive intervention to support with behaviour and keep themselves or others safe. Please refer to individual behaviour management plans. Those working directly with pupils who are at risk of needing restraint will have Team teach training at the earliest opportunity after the start of employment.

7. **FIRST AID.** When administering first aid it is often appropriate and necessary to use touch. All staff receive appropriate safeguarding training and are able to administer treatment for minor first aid incidents such as a minor bump, cut or graze. More serious incidents will be dealt with by a qualified first aider. Parents / carers will be informed if first aid has been administered. Please refer to individual medical care plans and our Health and Safety Policy and Staff Handbook.

At times, children in crisis or distress initiate physical contact in a way other than those described above (e.g. 'front on' body contact/lap sitting). If this should happen we would give the child guidance as to the more appropriate methods of touch listed above, we would record witnessed behaviours and the adult's actions using our recording methods. Parents or carers would be informed when appropriate. The use of touch is discussed openly and regularly between staff. Gender and cultural factors have relevance in issues of touch. The emotional and communication needs of the individual will be discussed with all concerned and due equal consideration will be given. We believe that contingent touch can be a positive experience and this policy supports this. However, touch is not appropriate in all situations and we realise that some children will not want to be touched and we will try to respect this, however there may be times when staff need to use touch to ensure the pupils safety and wellbeing or the safety and wellbeing of others. Such instances will be recorded and where appropriate parents or carers informed.

## TRANSPORTING CHILDREN

The guiding principle should be that transporting children/young people in staff cars should be the exception to the rule rather than the norm unless it is an accepted part of a member of staff's role and included in their job description; subject to them being insured for business use with their vehicle having the appropriate child restraints. Any journeys undertaken should always be planned, absolutely necessary and not undertaken on an ad hoc basis and must be authorised by DSL. In certain circumstances children/young people may need to be transported in an emergency situation where management cannot be contacted to approve this. It is anticipated that these by the nature of them being emergencies would be very rare. Staff should never transport children alone in a car. Where one member of staff is driving 2 or more children to a planned event, for example in convoy, there should be parental consent and other members of staff should meet and greet pupils on arrival.

However guidance still needs to be followed to ensure the safety of staff and young people.

A range of alternative options should be considered where a child/young person needs to be transported including:-

1. Contact the parents/carers in order for them to transport the child / young person.
2. Contact the parents/carers for them to arrange a taxi to transport the young person.
3. Arrange for a taxi with escort to transport the child/young person from an approved list of taxi operators. Only where none of these options is appropriate or viable should young people be transported in a member of staff's car.

Please also refer to the following policies

Safeguarding including Child Protection Staff Handbook

**Reviewed: June 2025**

**Adopted by the Summer Term 2025 Full Governing Body Meeting**

**Next Review date June 2027**